

Information for Attorneys

New to the CJA Panel

Appointment of counsel normally originates from either Magistrate Judge Imbrogno's chambers for Spokane cases or Magistrate Judge Suko's chambers for Yakima and Richland cases. Attorneys will be contacted by the magistrate judge's chambers to accept a case. Upon acceptance, counsel will receive a CJA-20 voucher along with time sheets to be completed and returned to the Clerk's office at the end of the case.

All CJA-20 vouchers are audited and approved at the District Court level. The actual check is produced and mailed from the U.S. Courts Administrative Office in Washington, D.C. The following instructions are provided for efficient processing of CJA-20 claims.

1. Use the worksheets that are provided with your vouchers for in-court time, out-of-court time and other expenses. Computerized billing may be substituted for the provided worksheets if the format differentiates between in-court time, out-of-court time and expenses. In-Court time is time counsel is before a judicial officer, whether in court or in chambers, representing his/her client. Time waiting for a jury verdict or attending a co-defendant's hearing should be claimed as out-of-court time.
2. For any expense over \$50.00 please provide receipts or any other supporting documents that substantiate your claims.
3. When traveling out of town you are considered a government employee and are subject to the same regulations. You need to identify yourself as such and should then receive government rates. The current rate of \$0.375 per mile may be claimed when traveling in a personal automobile. The per diem for the Eastern District of Washington is as follows:

Spokane	\$101.00	or \$151.50 Itemized Billings
Yakima	\$ 85.00	or \$127.50 Itemized Billings
Richland	\$ 85.00	or \$127.50 Itemized Billings
Walla Walla	\$ 85.00	or \$127.50 Itemized Billings

Other rates vary according to the geographic location and can be obtained from the clerk's office.

4. The issuance of subpoenas at government expense requires counsel to obtain a separate court order. The clerk's office will issue subpoenas to counsel in blank for his/her preparation. Counsel should then file a motion and proposed order for the issuance of subpoenas at government expense along with the completed subpoenas. Once the order is signed, the U.S. Marshal Service will serve the subpoenas. For payment of witness fees, see "Fact Witnesses Compensation Instructions and Guidelines".
5. Transcripts requested by counsel for representation of his/her client should be billed on a CJA-24, not as an expense on the CJA-20 voucher. Counsel should request a CJA-24 "Authorization and Voucher for Payment of Transcript" from the clerk's office.
6. Compensation may not exceed the statutory maximum, exclusive of reimbursement for reasonable expenses, unless payment in excess of the amount is certified by the court and the amount of the excess payment is approved by the Ninth Circuit Court of Appeals. The statutory maximums are as follows:

Type of Charge	Statutory Maximum
Felonies (except federal capital prosecutions) for Appeal	\$5,200.00 \$3,700.00
Misdemeanor [including petty offenses (class B or C misdemeanors or infractions) as set forth in subsection (a)(2)(A) of the Act]. for Appeal	\$1,500.00 \$3,700.00
Parole Violation for Appeal	\$1,200.00 \$3,900.00
Non-capital Post-Conviction Proceedings under sections 2241, 2254 or 2255 of title 18 US Code for Appeal	\$5,200.00 \$3,700.00
Other Representations (including <u>probation violation</u> , <u>supervised release hearing</u> for persons charged with a violation of supervised release or facing modification, reduction or enlargement of a condition or extension or revocation of a term of supervised release, <u>parole proceedings</u> under chapter 311 of title 18, USC, <u>material witness</u> in custody, <u>witness</u> , <u>international extradition</u> . for each level of Appeal	\$1,200.00 \$1,200.00

CJA-21 Authority and Voucher for Expert and Other Services

1. Prior authorization from the presiding judicial officer should be secured for all investigative, expert or other service necessary for adequate representation where the cost, exclusive of reimbursement for reasonable expenses, will exceed \$300.00.
2. Compensation may not exceed \$1,000.00, exclusive of reimbursement for reasonable expenses, unless payment in excess of the amount is certified by the court and the amount of the excess payment is approved by the Ninth Circuit Court of Appeals.
3. If counsel obtained prior authorization for an investigative, expert or other service and later determines that the cost of the service will exceed the initial estimate by a significant amount, counsel should seek further prior authorization for the additional amount from the presiding judicial officer.
4. Cases that require the use of an interpreter for expert service will be sent a CJA-21 voucher accompanied with appropriate instructions from the magistrate judge's chambers at the beginning of the case.

Appeal procedures under the CJA guidelines

1. Unless otherwise requested, counsel originally representing a defendant at the district court level will continue to represent the defendant at the appellate level.
2. Upon filing the notice of appeal, counsel's CJA-20 voucher will originate from the Ninth Circuit Court of Appeals. Once the appeal has been completed, counsel's appeal voucher should be forwarded to the Ninth Circuit Court of Appeals for approval.
3. The district court clerk's office will send out an appeal package containing instructions, forms, and deadlines that require adherence. It is important that the transcript designation and CJA-24 voucher are completed and submitted timely per the appeal package instructions.

Each attorney is responsible for ensuring the voucher's completion and accuracy. The voucher should be submitted to the clerk's office within 45 days after the completion of the case.

The procedures, identified above, will help ensure that your voucher for payment is processed efficiently. Thank you for your cooperation.

If you have any questions, please call the clerk's office and ask for the appropriate CJA case administrator assigned by case number.

Spokane clerk's office: (509) 353-2150

Yakima clerk's office: (509) 575-5838

(For CJA questions relating to Judge Shea's criminal cases)

Court's Web Site: <http://www.waed.uscourts.gov>